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COFL-GTL-EP-4.3.1-1 Environmental Aspects Procedure

Person responsible: Regional Wastewater Facility Manager

Area of application: George T Lohmeyer Regional Wastewater Treatment Plant (GTL)

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	7/28/15	Clarity added to 3.3.4-3.3.7
002	8/6/15	Minor corrections to document
003	7/19/16	Minor corrections to document

Recurring action items

Activity	Responsibility	Frequency
1. Review the master list of activities and aspects to ensure it is up to date and accurate. Edit list as necessary.	Regional Wastewater Facility Manager/Environmental Services Manager	Annually
2. Evaluate new aspects against the criteria. No action is necessary if the list has not changed.	Regional Wastewater Facility Manager	Annually
3. Perform Environmental Aspects Review Maintenance	ESMS Core Team	Annually

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1.0 Purpose

- 1.1 This procedure describes the process involved in identifying and evaluating the activities, products and services, which are the environmental aspects and significant aspects associated with the operations conducted or originating at GTL. Implementation of this procedure will result in GTL establishing and prioritizing environmental objectives and targets.

2.0 Scope

- 2.1 This procedure conforms to element 4.3.1 *Environmental Aspects* of the ISO 14001:2004 standard and covers GTL operations.
- 2.2 This procedure covers the activities, products and services that will or may impact the environment and are under the control or influence of GTL.
- 2.3 The identification of environmental aspects includes elements arising from operations undertaken under normal, abnormal and emergency conditions. During the identification of environmental aspects, planned or new developments, new or modified activities, products and services were taken into account.

3.0 Responsibility

- 3.1 The **Regional Wastewater Facility Manager** will schedule a meeting to assess the aspects with the ESMS Core Team on an annual basis, or more frequently if physical or operational changes are made.
- 3.2 The **Regional Wastewater Facility Manager** is responsible for:
 - 3.2.1 Ensuring ESMS Core Team members are trained to identify and determine the significance of environmental aspects;
 - 3.2.2 Providing training to employees on sub-committees to identify and determine the significance of environmental aspects;
 - 3.2.3 Maintaining the list of environmental aspects and impacts that reside in the ESMS;
 - 3.2.4 Ensuring current copies of environmental aspects are maintained in the electronic files.
 - 3.2.5 Ensuring minutes of meetings are maintained and distributed to ESMS Core Team members.
- 3.3 The **Regional Wastewater Facility Manager** will:
 - 3.3.1 Review the current list of environmental aspects and impacts, in **COFL-GTL-ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix**;
 - 3.3.2 Annually perform a complete site survey for the scope of the ESMS and document environmental aspects, impacts and activities. Review current activities, products and services to identify new environmental aspects and impacts;
 - 3.3.3 Solicit input on aspects and impacts from GTL employees. Note: The ESMS Core Team



shall ensure environmental aspects which result from normal operations as well as abnormal operating conditions, shut-down and start-up conditions, as well as reasonably foreseeable emergency situations are identified;

- 3.3.4 Evaluate the identified environmental aspects and impacts for each activity/product/service using the **COFL-GTL-ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix**. The ESMS Core Team will consider the potential regulatory and legal exposure, and technological options during the review of environmental aspects;
- 3.3.5 Average the *Environmental Significance* score and the *Business Significance* score to determine the ranking average for each aspect related to the activity/product/service as identified by tabs in the **COFL-GTL-ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix**. This number is the impact rating.
- 3.3.6 Use the Matrix to document each aspect that the ESMS Core Team decides to manage as significant, taking into account the corresponding impact's rating.
- 3.3.7 The highest environmental aspect impact rating from each activity/product/service will be collated in the summary tab on the **COFL-GTL-ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix**. The impact rating will be prioritized on the summary tab in descending order with the highest impact ranking at the top. Any environmental aspect with an impact rating with a 3.0 or higher is considered significant.
- 3.3.8 The ESMS Core Team will select the five (5) highest scored aspects to control and manage during the development and implementation process of the ESMS for a period of approximately one year. The remaining significant aspects will be evaluated for inclusion into the ESMS during the annual review.
- 3.3.9 Selection of the significant aspects to control and manage during the implementation process may be influenced by the similarity of the aspects. If multiple aspects are similar with respect to activities, impacts, and operational controls they may be combined into select categories or addressed as a single aspect during the implementation process. This flexibility assures greater diversity during the initial selection of significant aspects to control and manage.
- 3.3.10 Assign objectives, targets and management programs to appropriate significant aspects to reduce the overall impact of the aspect.
- 3.3.11 Annually review the environmental aspect identification process (including this procedure) to verify it is current and meeting the needs of GTL for identifying areas of improvement in environmental performance.

4.0 Definitions

- 4.1 Refer to **COFL-GTL-EP-4.4.4-2 ESMS Related Definitions Procedure**

5.0 Process

- 5.1 The ESMS Core Team will identify and evaluate environmental aspects within the scope of the ESMS in order to identify those with significance. The scope of the ESMS includes activities and services occurring at GTL. The significant aspects will be managed in a way that reduces or eliminates the significant environmental impacts associated with them.

6.0 References / Related Documents



- 6.1 COFL-GTL-ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix
- 6.2 COFL-GTL-EP-4.3.3-1 Objectives, Targets & Programs procedure
- 6.3 COFL-GTL-EP-4.6-1 Management Review procedure
- 6.4 COFL-GTL-EP-4.3.2-1 Legal & Other Requirements procedure
- 6.5 COFL-GTL-ED-4.2-3 Environmental Aspects Annual Review Maintenance